

Special Education @ HCSO Jail
Houston Independent School District

Procedure: Identifying Special Education Offenders

A designated clerk shall be assigned to identify any offender, between 17 – 22 years of age, who has ever been in a Special Education Program. The procedure in place is listed as follows:

Clerk shall,

- Run a query by age to locate any offenders who are between the ages of 17-22 years in HCSO Jail locations; 701 Jail or 1200 Jail
- Identify the **jail location and cell block** of each offender
- Strategize in what order they will be interviewed
- Conduct interviews four days a week

Interviewing the offenders:

- If an offender **does want** to receive services, they must fill out the Harris County Jail Intake Form.
- If an offender **does not want** to receive services, they are required to sign a Revocation Form, if they were ever in any Special Education Program.
- Or if an offender, whether they were ever in a Special Education Program or not, wants to take advantage of other educational opportunities their names are submitted to the Education Deputies or Detention Officers as well.

Education Intervention Report

- A report, listing all of the offenders interviewed is generated for 701 Jail and 1200 Jail (genders noted) and submitted to HISD instructors, Education Deputy and Detention Officers and Program Manager.
- The offenders who have self-identified will be rehoused in an education tank upon the availability of a bunk.
- Class rosters are generated from this report as well

Forms

- Harris County Jail Intake Form
 1. Student Demographics Information Form must be filled in
 2. School History – *All or any information the offender can provide*
 3. Screening Information – *All or any information the offender can provide*
- Revocation Form – *Offender must initial all line items, sign and date.*